



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Communication Associate</b>	<b>Duty Station: Amman/ Jordan</b>
<b>Grade (Classified)</b>	<b>GS-7</b>	<b>CCOG: 2.A.11</b>
<b>Post Number:</b>	<b>00005157</b>	
<b>Post Type:</b>	<input type="checkbox"/> <b>Rotational</b> <input checked="" type="checkbox"/> <b>Non-Rotational</b>	
<b>Classification Authority:</b>		<b>Date: November 2013</b>

### 1. Organizational Location

The Communications Associate Post is based in Amman CO and reports directly to the **Communication Analyst**. Under the overall guidance of Assistant Representative and direct supervision of Communication Analyst.

### 2. Job Purpose

Under the guidance and direct supervision of the Communication Analyst , the Communication Associate supports the formulation and implementation of the communications and advocacy strategies to increase the understanding and awareness of UNFPA and its mandate, with partners, the media and the public. He / She supports efforts invested in improving the internal communication within the organization itself. The Communications Associate promotes a client-oriented approach in UNFPA.

### 3. Major Activities/Expected Results

#### **Manage the communication social media component**

- Plan and implement social media campaigns
- Assists in the design and maintenance of the office web sites based on corporate requirements in cooperation with the ICT staff.
- Prepares/checks the content for the web sites to ensure consistency of the materials.
- Generate content including photo galleries, testimonies, human touch stories..etc for the website, social media accounts and any other public and internal platform

#### **Facilitation of knowledge building and knowledge sharing**

- Supports the identification opportunities to strengthen the capacity of partners through appropriate advocacy and communication training, access to up-to-date information and knowledge sharing.
- Contributes substantially to identification and synthesis of best practices and lessons learned directly linked to programme country goals and activities.
- As requested provides sound contributions to knowledge networks and communities of practice including corporate communications repositories.
- Organizes and assists in conduct of training and workshops on communications and advocacy for development as appropriate..

#### **Support to the formulation and implementation of internal and external communications and advocacy strategies**

- Following prepared guidelines and under close supervision conducts communications and advocacy needs assessments for CO (projects, country programme and corporate initiatives, etc.).

- Ensures and enhances quality, consistency and appropriateness of country specific communication materials, activities, processes and messages shared with partners. Ensures UNFPA mandate and result based programming approach is appropriately reflected in the communication campaigns, work plan and products.
- Provides background information for elaboration of CO communications and outreach strategy based on the corporate communications strategy.
- Assists in the development of communication materials for awareness-raising campaigns, including briefing materials and press releases in coordination with the supervisor.
- Facilitates organization of public events, roundtable discussions, knowledge-sharing and promotional opportunities, press conferences, and briefing sessions
- Under guidance provides preliminary inputs and information to assist in programme formulations to integrate advocacy and communication strategies into all aspects of the Office initiatives.
- Searches and identifies reference materials for retention and maintenance of information database and photo library.
- Ensures regular communication and coordination with partners' communication focal points on national and global campaign issues.
- Organizes joint UN information campaigns (UN day, Women's Day, etc.). Develops and oversees collaboration with partner agencies, state offices and media to realize the advocacy goals.

#### **Support to the elaboration and implementation of the publications strategy and plan**

- Under close guidance provides preliminary inputs and information for elaboration of CO publications strategy and plan based on the corporate publications policy.
- Assists in the identification of storylines for publications and articles contributing to debates on key development issues.
- Supports technical supervision of translation/adaptation/rewriting of information received, printing and dissemination of publications and audio-visual materials. Contacts with printers and other suppliers to ensure production.
- Supervises and monitors publications, articles, press release and knowledge products printing and dissemination
- Implement procurement procedures in regards to publication, promotional and visibility materials..etc.
- Management/distribution of publications stock as needed .

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#### **4. Work Relations**

The Communications Associate works in close collaboration with the Programme, Operations and technical teams in the CO, HQ/Regional communications teams, staff of other UN Agencies, local, Regional and International mass media, multilateral and bilateral donors and civil society in coordination and under the supervision of the Communications Analyst.

#### **5. Job Requirements**

##### **Education:**

Completed Secondary Level Education required. First level university degree desirable in Communication, Media and Journalism, Information, Public Relations, , international relations and other relevant fields.

##### **Knowledge and Experience:**

- Seven years of relevant experience in communications programme/ campaigning.

- Experience with the UN or/and international organizations is an asset.
- Experience in social media, marketing, website management, graphic design and journalism is an asset
- Proficiency in current office software applications and corporate IT systems as well as web based management systems.

**Language Requirements:**

- Fluency in Oral and Written English and Arabic is required.

**Required Competencies:**

**i) Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

**Core Competencies:**

- Achieve results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

**iii) Functional Competencies:**

- Ability to establish, build and sustain effective relationships with clients, demonstrating understanding of client's perspective; anticipating client needs and addresses them promptly;
- Ability to identify relevant information for advocacy for a variety of audiences and research contacts in the media, government, private sector, donors, other agencies, civil society in other stakeholders for UN Women's advocacy efforts;
- Ability to create, edit and present information in clear and presentable formats, using appropriate IT functionality;
- Innovation and marketing of new approaches;
- Ability, under guidance, to provide supervision of translation/adaptation/rewriting of information received, printing and dissemination of publications and audio-visual materials;
- Ability to facilitate the organization of Workshops, Roundtables, Press Conferences etc

UNFPA provides a work environment that reflects the values of gender quality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

**How to Apply:**

Interested Applicants of Jordanian nationality are advised to complete their Personal History Form (P11), which can be downloaded from <http://jordan.unfpa.org> website (**only P11 Form will be considered**). Kindly forward your completed P11 along with a copy of your academic qualifications certificate to the email address [vacancy@unfpa-jordan.org](mailto:vacancy@unfpa-jordan.org) indicating the **Vacancy Number and the Job Title** in the e-mail's subject, before the deadline of **26 October 2016**.

Candidates who are seriously being considered will be contacted for an interview.

